NEOGOV

NEOGOV Unified Dashboard Employee/Manager User Guide

NEOGOV's Unified Dashboard centralizes tasks and actions for managers and employees across their talent management suite (TMS) in one place, effectively eliminating the toggle to switch between products. Managers and employees can now access information across Insight/OHC, Onboard, and Perform in a one-stop shop.

Some of the significant features include:

- One central area to view and complete tasks.
- Elimination of the need to toggle between the different NEOGOV products.
    - **Note:** The product switcher/toggle remains for HR Users and I-9 verifiers.
- Replacement of NEOGOV product names with more intuitive labels: Recruiting (OHC), Onboarding, Performance (Perform), and Forms.
- The main dashboard displays up to **five** of the user's tasks based on due date. Quick filters for tasks that are **Overdue**, **Due This Week**, and **Due Later** provide users with easy access to anything time sensitive.

INDEX: Selecting a hyperlink below will take you to the section of interest.

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LOGIN

NEOGOV can be accessed by using the following link: https://login.neogov.com/

NEOGOV can also be accessed via the HR Gateway on the Civil Service Commission website

NEOGOV works best with Chrome.

1. **Account Activation**
    A. You should have received an **Activate Your NEOGOV User Account** email with a link to create your account **Password** using your email address as your **Username**. This activation will expire after 24 hours. If you require a new activation, please contact your HR Office or the NEOGOV mailbox at MCSC-NEOGOV@michigan.gov.

       NOTE: Current NEOGOV users will use their existing username and password.

    B. Click on the **Log In** >> button.

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2. Forgot Password

A. To reset your password, click the **Forgot your username or password** link below the login button.

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Username

Password

All fields are required

Log In

Forgot your username or password?

B. Enter your **email address** and click on **Send Email**. A message will be sent containing your username and a link to reset your password.

< Back to Login Page

Login Assistance

Enter your email address and we'll send you your username and a link to reset your password.

Email

Send Email

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Overview of the NEOGOV Unified Dashboard

The **Unified Dashboard** serves as your personal homepage in NEOGOV. It contains the below sections:

1. **A left navigation section** for the NEOGOV product areas.

2. **My Tasks**-May display up to 5 tasks spanning all NEOGOV products based on due date, with the earliest displaying first.

3. **People**-Displays your manager and any direct reports (if applicable). Security is hierarchy-driven so you can only see other employees below you in the organizational structure.

4. **Quick Actions**-Displays quick links to common actions across the different product lines.

5. **My Onboarding**-Displays forms assigned to newly hired employees and general information for all employees.

   NOTE: If you're a newly hired employee, the Unified Dashboard defaults to the My Onboarding tab to display forms that are assigned for completion.
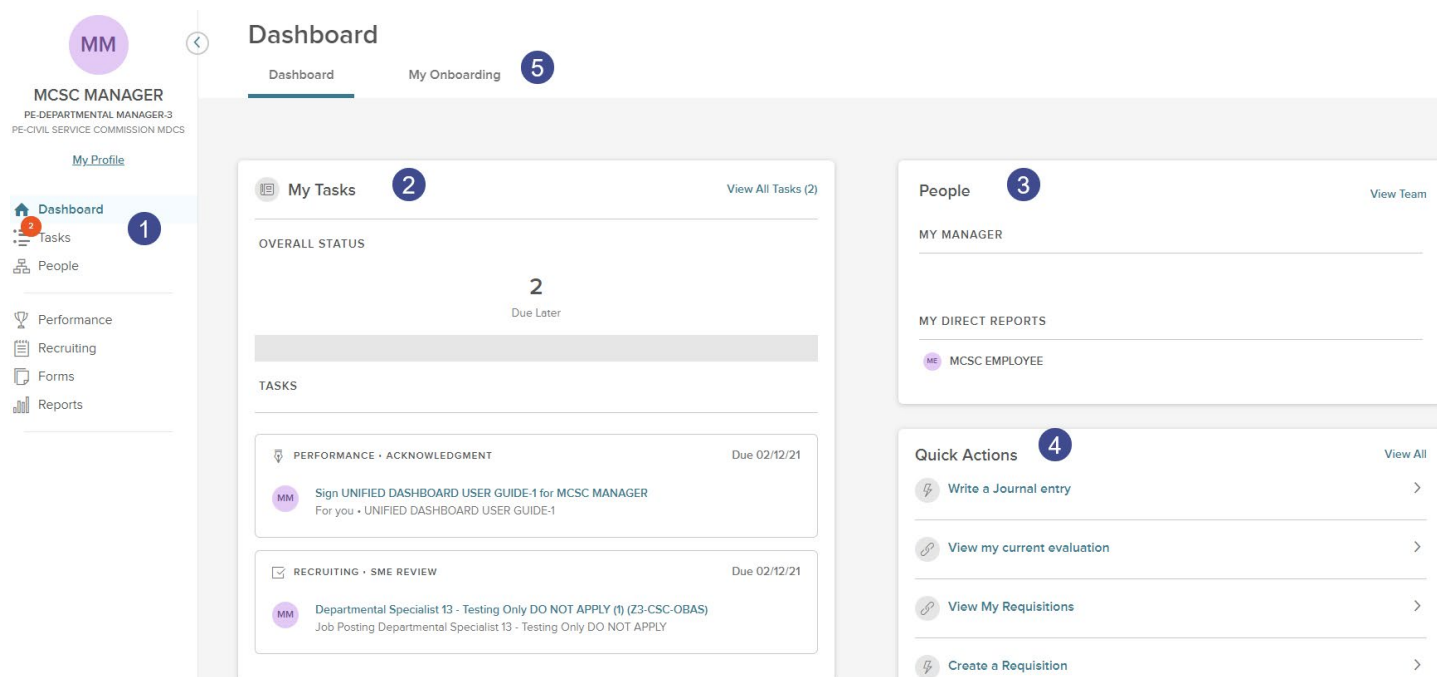
Regardless of where you are in NEOGOV, you can always return to your Unified Dashboard by clicking on **Dashboard** in the upper left corner of your screen.

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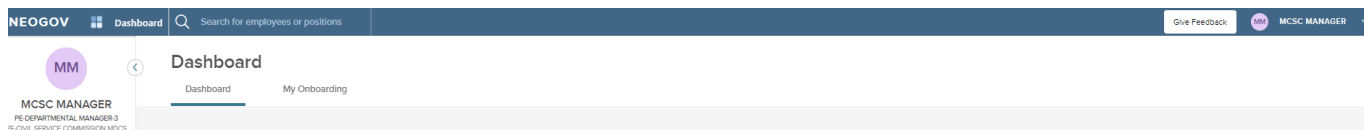
The **Left Navigation** contains links to **My Profile, Dashboard, Tasks, People (Org Chart), Performance, Recruiting, Forms**, and **Reports**.

1. **My Profile**
   a. **Job and Pay**-This tab includes general information about you and your position.

   b. **Performance**-This tab contains **Performance Evaluations**. You can choose to view **Active, Completed, Archived** or **Canceled** evaluations. The **Actions** drop-down also allows for **Writing a Journal Entry**.
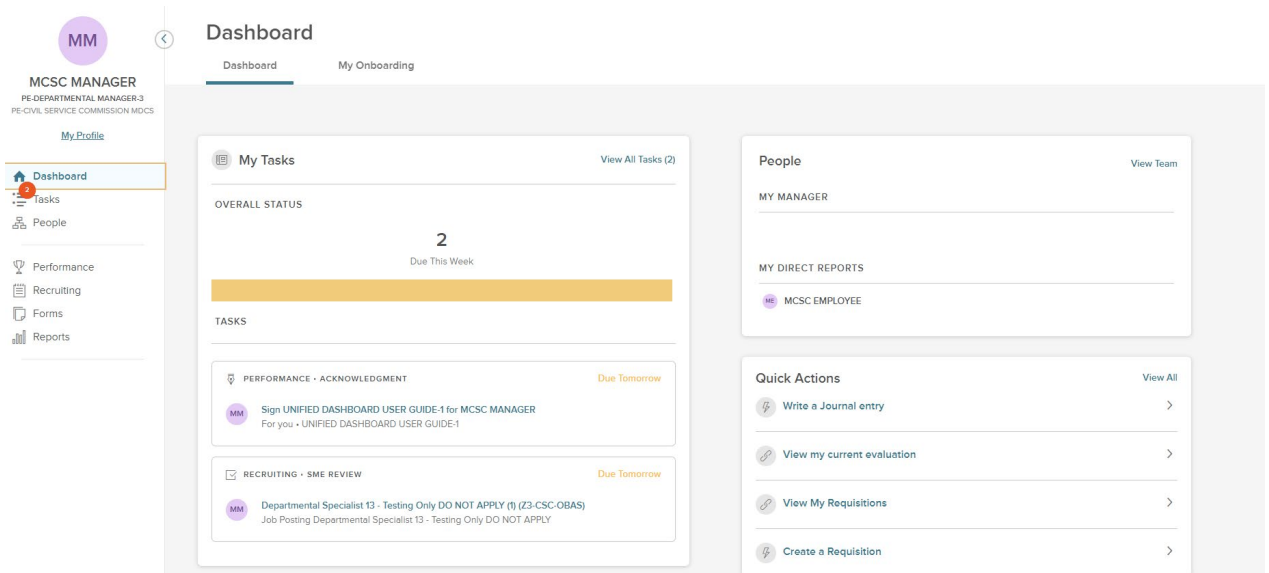
c. **Documents**-This tab contains folders of **your** completed documents from the different NEOGOV products.
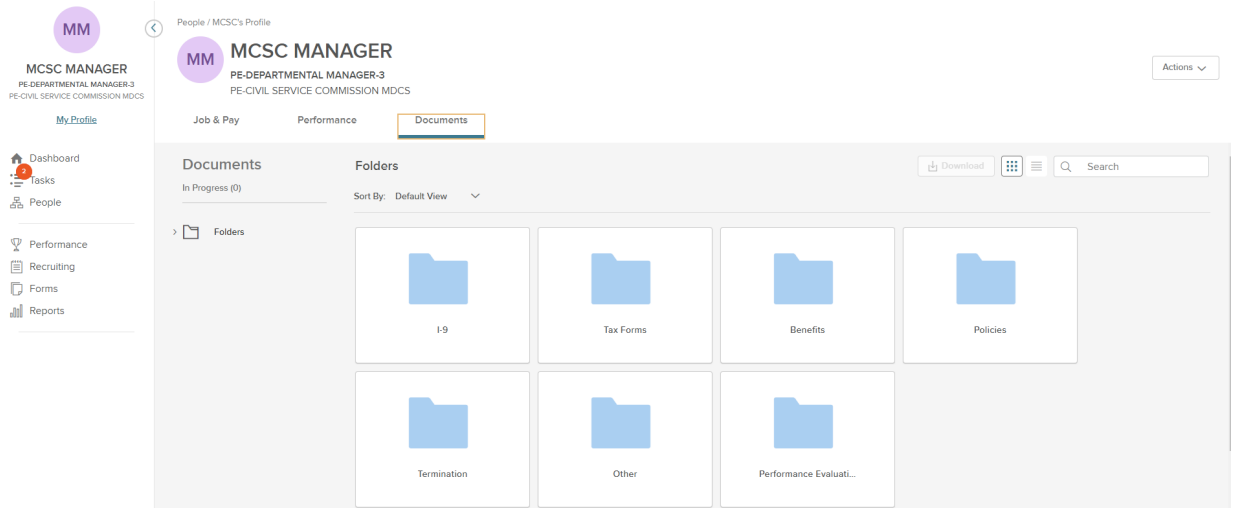
2. **Dashboard**
   a. The **Dashboard** displays your **Tasks, People**, and **Quick Actions**. It's also the default screen you see when you log in to NEOGOV.
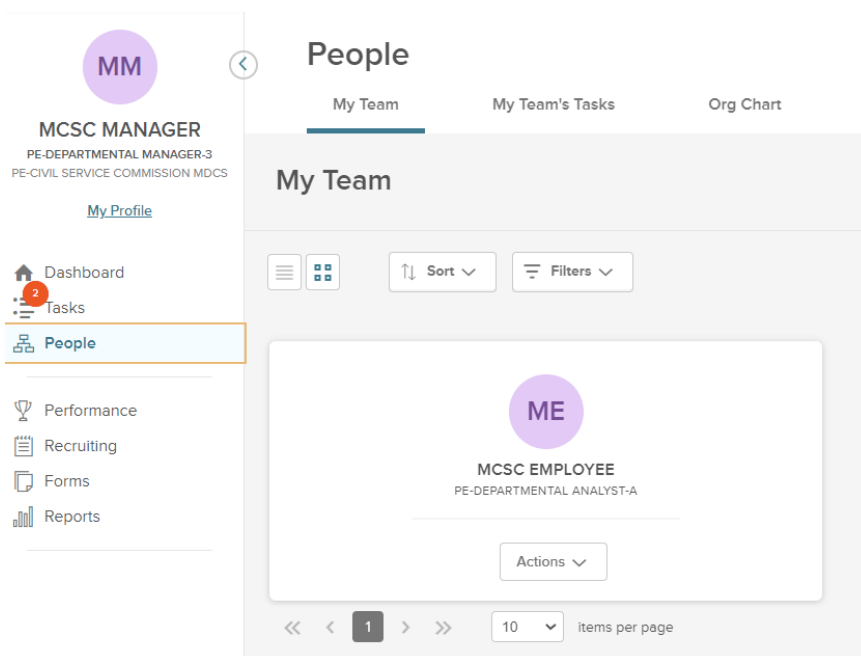
3. **Tasks**
   a. May display up to 5 tasks spanning NEOGOV products based on due date, with the earliest displaying first. Filter options include **Due Date, Product, Task Type,** and **For Whom**.

   b. When you click on a task, you will be taken to the specific product line to complete it. For example, clicking on a rating task would take you to Perform.
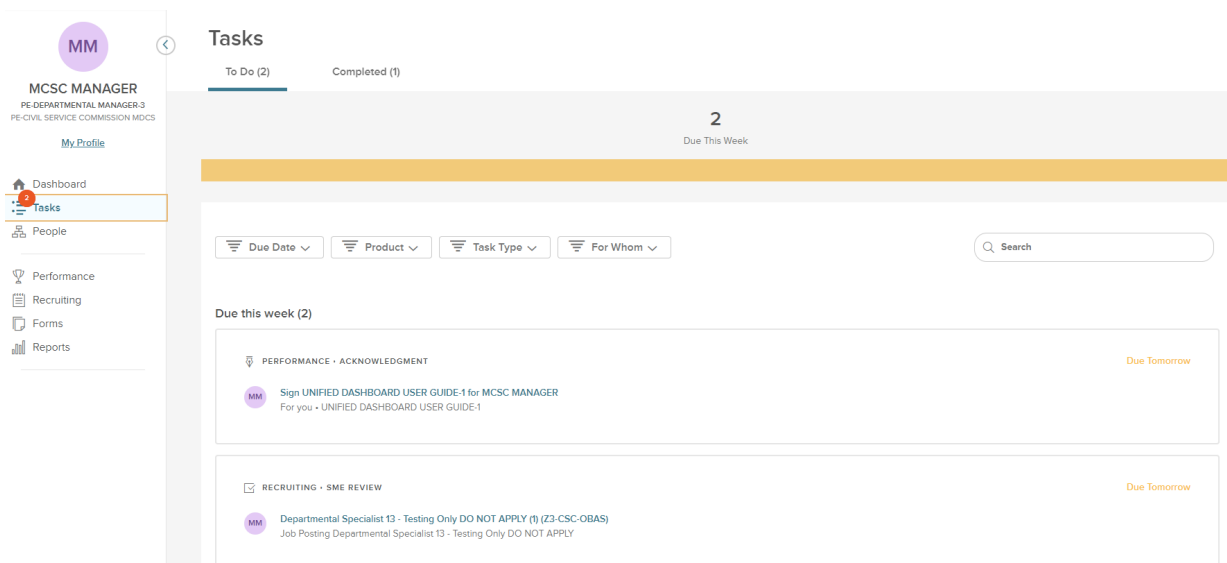

4. **People**-contains views for **My Team, My Team's Tasks,** and **Org Chart** based on your security.
   a. **Managers** see **My Team, My Team's Tasks** and **Org chart**; whereas **Employees** only see the **Org Chart**.

   b. **My Team** (if applicable)-Displays your direct reports.

c. **My Team's Tasks** (if applicable)-Displays tasks for your **Team** that are **Overdue, Due this week,** and **Due Later.**

You have the ability to filter on **Employee** and/or NEOGOV **Product**.
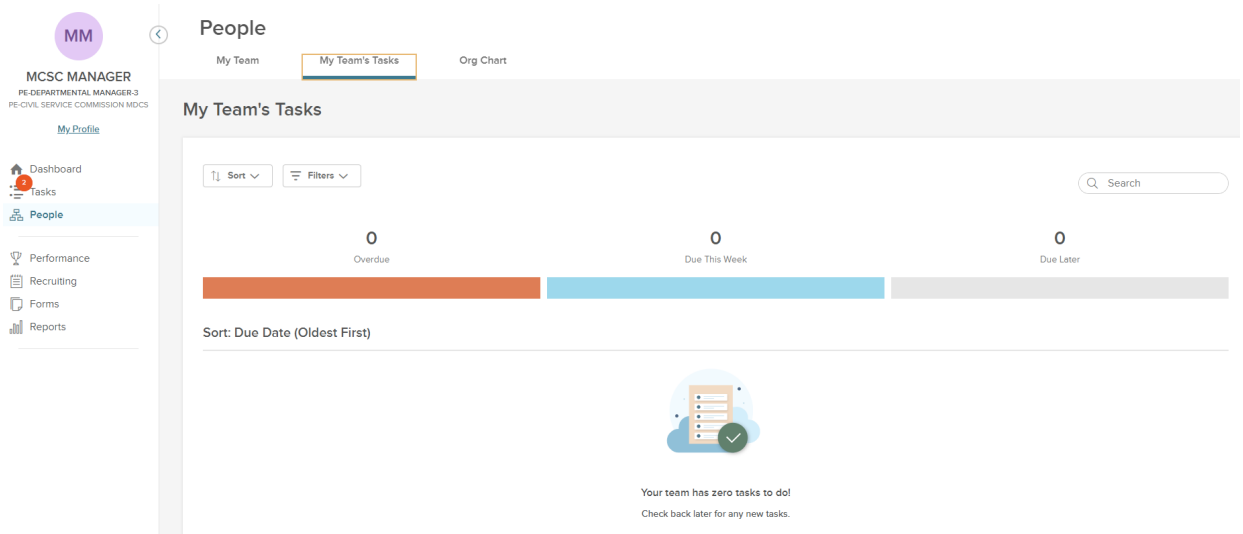
d. **Org Chart**-Displays for everyone (employees and managers) and contains your hierarchy. You have the ability to export the view using the **Export** link in the upper right corner.
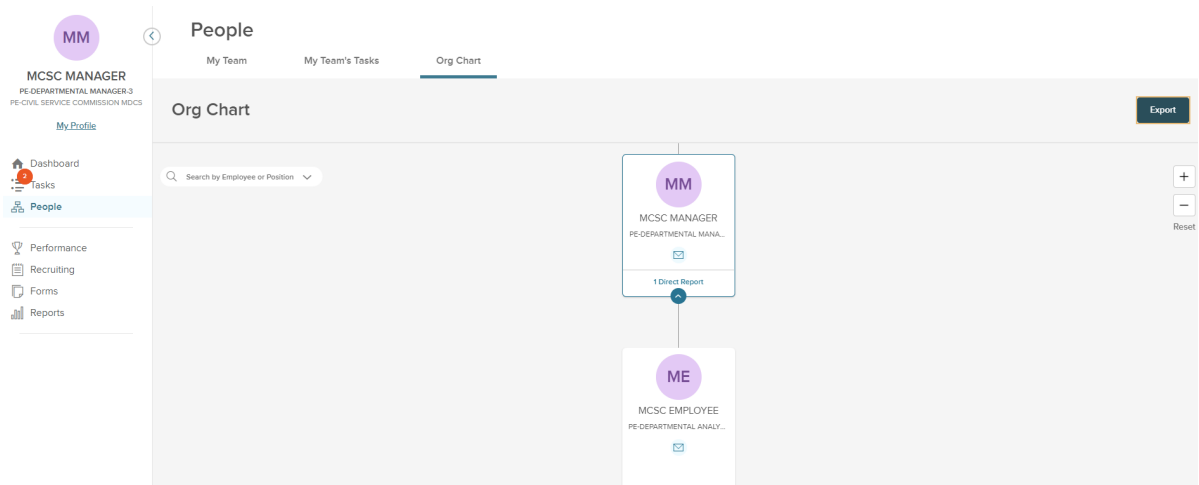
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5. **Performance-** If your agency is **not** currently using NEOGOV Perform, nothing will display in this area.

   For complete details please see the related **NEOGOV Perform User Guide**.

   a. **Overview**-Displays **My Tasks** (specific to NEOGOV Perform), **My Current Evaluation**, and **My Team's Evaluations** (for managers only).

   Journal Entries can be created from any of the Performance tabs using the **Journal Entry button** in the upper right corner.
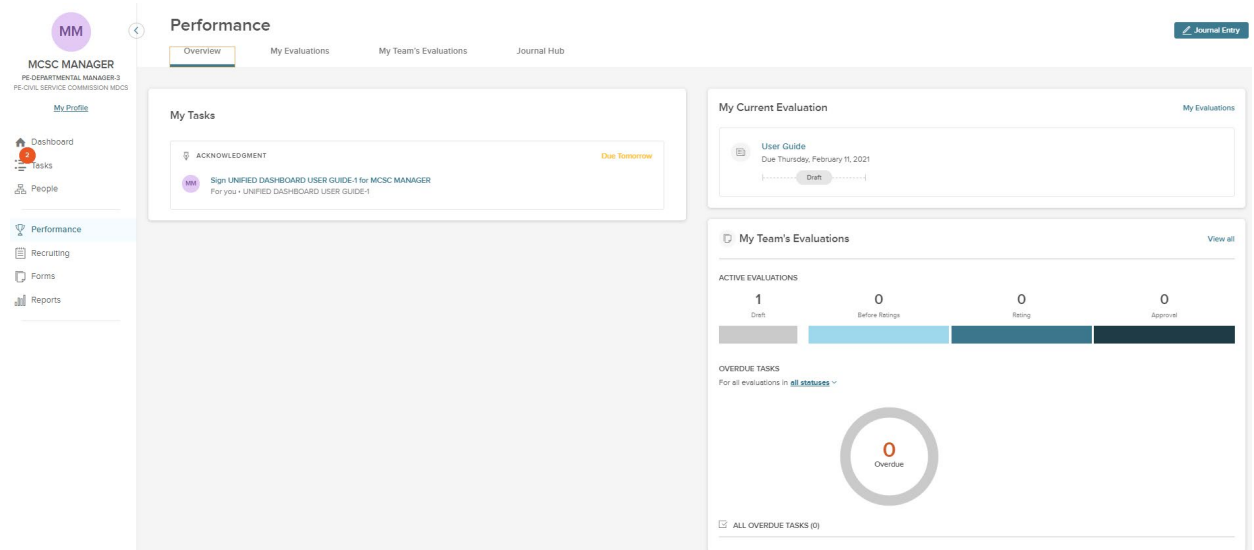

   b. **My Evaluations**-Displays evaluations assigned to you. You can filter on **Active, Completed, Archived,** and **Canceled** evaluations.
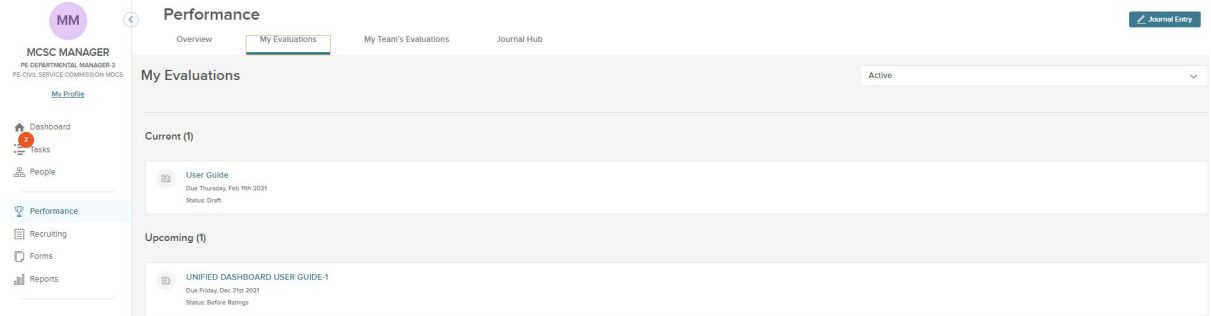
   c. **My Team's Evaluations** (Managers only)-Displays all evaluations for employees in your hierarchy. This includes: **Draft, Before Ratings, Rating,** and **Approval** statuses and can be filtered by employee.
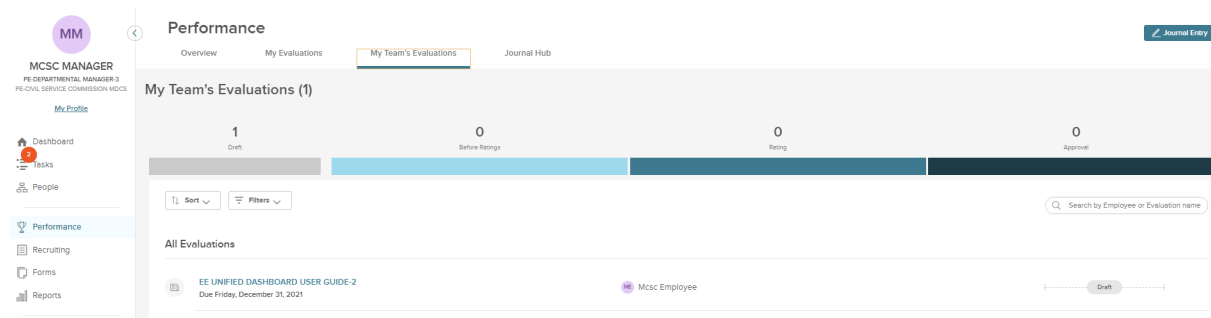
d. **Journal Hub**-Displays your **Current**, **Pending**, and **Draft** journal entries. These can be sorted by **Create Date Newest First, Create Date Oldest First, Update Date Newest First,** and **Update Date Oldest First.**
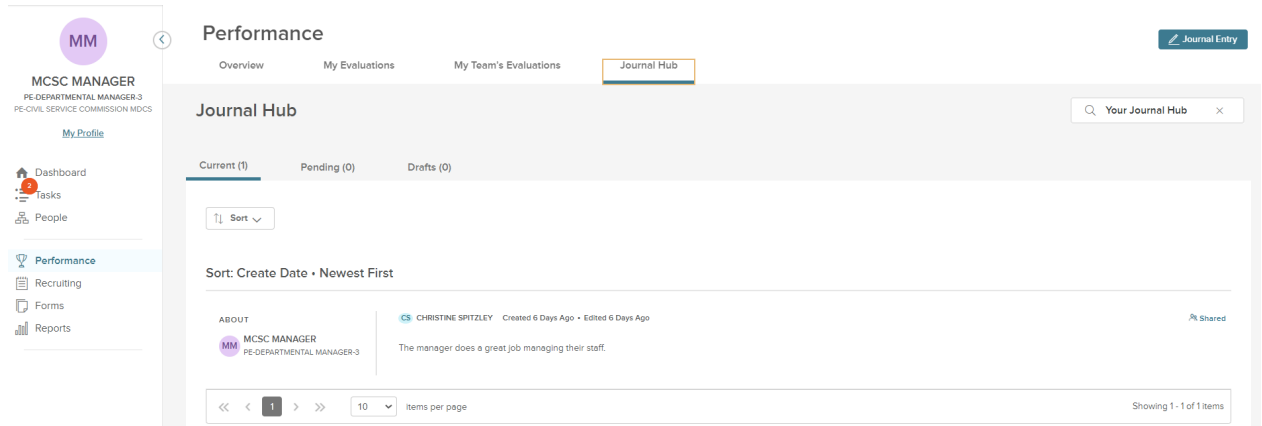

6. **Recruiting**-This tab displays for employees who have **Hiring Manager, Liaison, Originator, or Approver** security roles in OHC.

   For complete details please see the related **NEOGOV OHC User Guide**.

   a. **Overview**-Provides you with information on **My Tasks, Referred Candidates, My Requisitions,** and **Recent Hires.**

      NOTE: Only OHC tasks appear in Recruiting since this initial launch of the Unified Dashboard targets managers and employees.
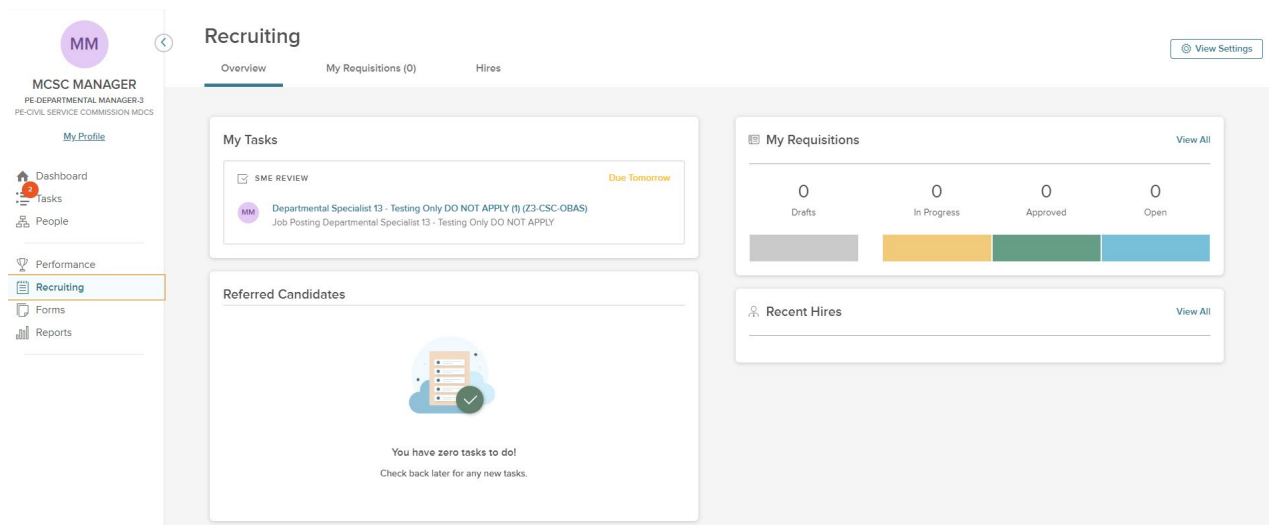
b. **My Requisitions**-Displays your **Active, Draft, In-Progress, Approved,** and **Open** requisitions. These can be sorted by:
- **Date Created-Newest First** or **Date Created-Oldest First**
- **Department A-Z** or **Department Z-A**
- **Division A-Z** or **Divison Z-A**
- **Req Number Highest** or **Lowest**
- **Req Title A-Z** or **Req Title Z-A**
- **Position Code Lowest** or **Highest**.

You can also filter by **Department, Division,** or **Date**.
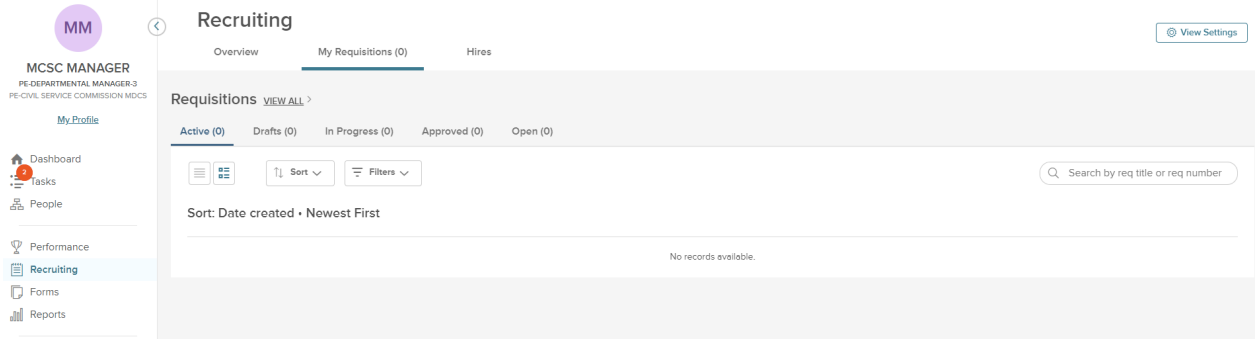
c. **Hires**-Displays **All Hires, Pending Release, Approval in Progress, Awaiting Authorization,** and **Authorized**. These can be sorted by:
- **Start Date-Newest First** or **Start Date-Oldest First**
- **Name A-Z** or **Name Z-A**
- **Req Number Lowest** or **Highest**
- **Title A-Z** or **Title Z-A**
- **Department A-Z** or **Department Z-A**
- **Division A-Z** or **Division Z-A**
- **Status A-Z** or **Status Z-A**

You can also filter by **Department** or **Division**.
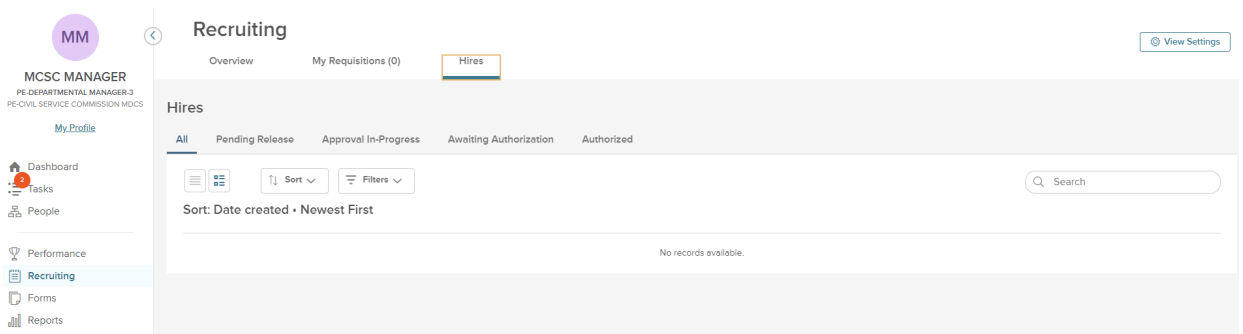
7. **Forms** - eForms is a new product offering from NEOGOV.

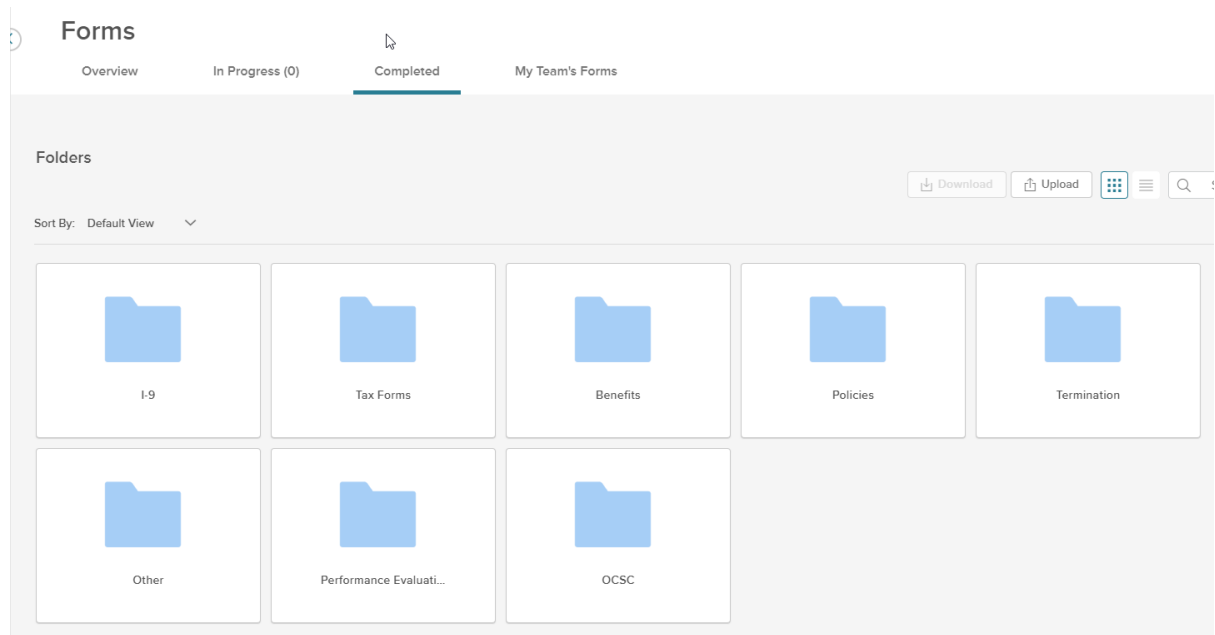   a. **Overview**-Provides you with information on **My Tasks,** available **Forms,** and **My Team's Forms.**


    b. **In Progress**-If you have forms specific to you that are in progress, they will display here. You can filter by **Due Date**, **Completion**, and **Alphabetically**.

c. **Completed**-Folders of **your** completed documents from the different NEOGOV products display here.

d. **My Team's Forms**-**Forms** assigned to your Team (if applicable) display here, based on your security. There are sections for **Overdue**, **In Progress** and **Completed**. You can sort by **Process Name** or **Employee Name**. You can filter by **Employee**, **Assigned By**, or **Process Start Date**.

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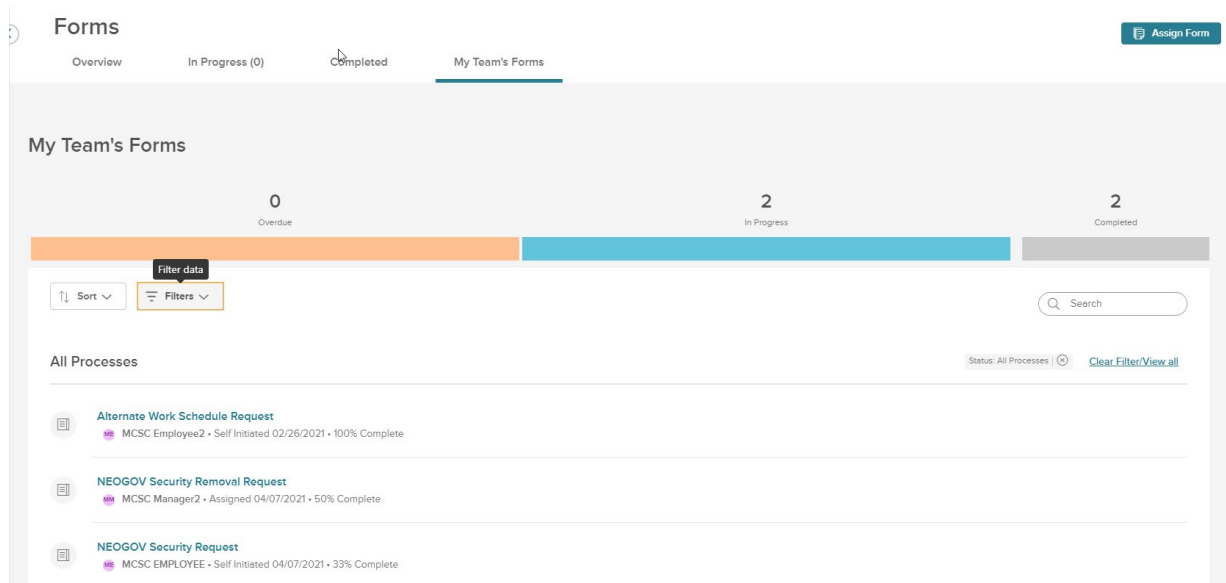
8. **Reports**-Displays reports based on your security.

Managers can run **Forms**, **Performance**, and/or **Onboarding** reports on their employees.

Employees can only run **Onboard** reports on themselves.

Report data can be exported as a **CSV, PDF,** or **XLS** file.

a. **Forms**-The following reports are available:
- **Completed Forms Report**
- **Overall Process Status Report**
- **Process Task Status Report**
- **Custom Process Status Report**
- **Approval Task Status Report**

For complete details, the **eForms User Guide** will be coming soon.

b. **Performance**-The following reports are available:
- **Evaluation Status by Department**
- **Evaluation Status Detail**
- **Performance Rating**
- **Objective Status**
- **Objective Status by Employee**
- **Item Ratings**
- **Task Status**
- **Approval Status**
- **Current vs Historical Overall Performance**

For complete details please see the related **NEOGOV Perform User Guide**.

c. **Onboarding**-The following reports are available:
- **Onboard Progress**
- **Offboard Progress**
- **Checklist Progress**
- **Task Status**
- **Exit Interviews**
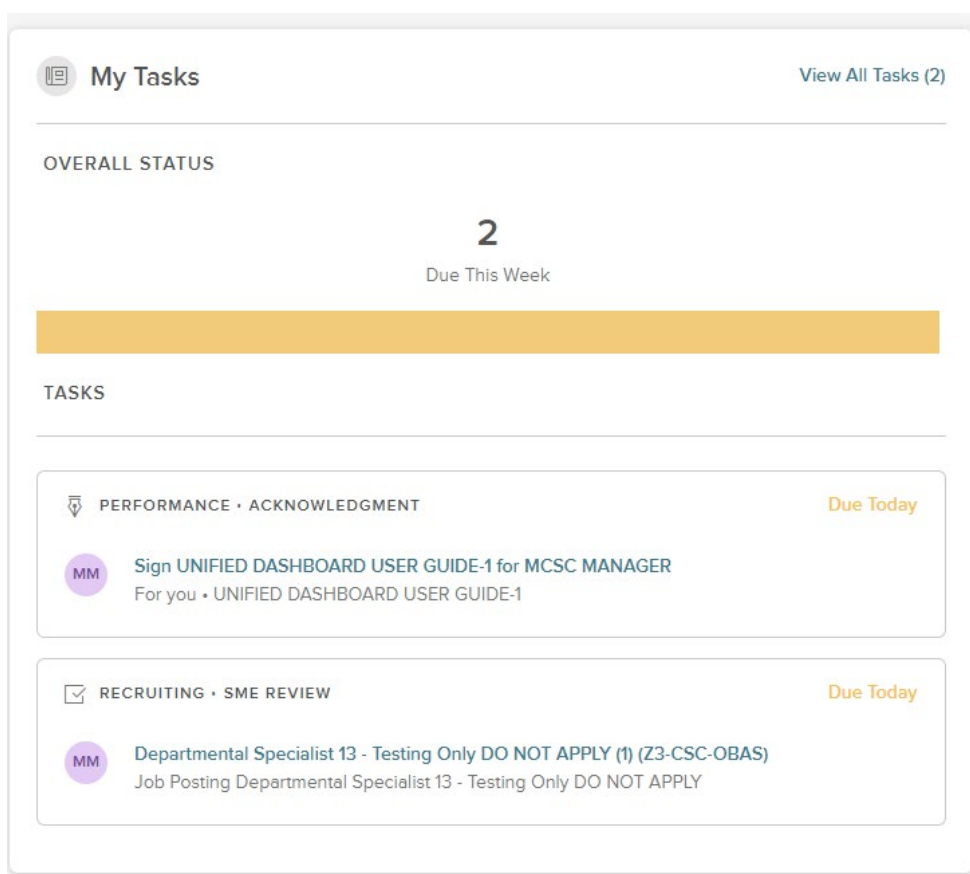- **I-9**
- **W-4**
- **Custom Forms**

For complete details please see the related **NEOGOV Onboard Employee/Manager User Guide**.
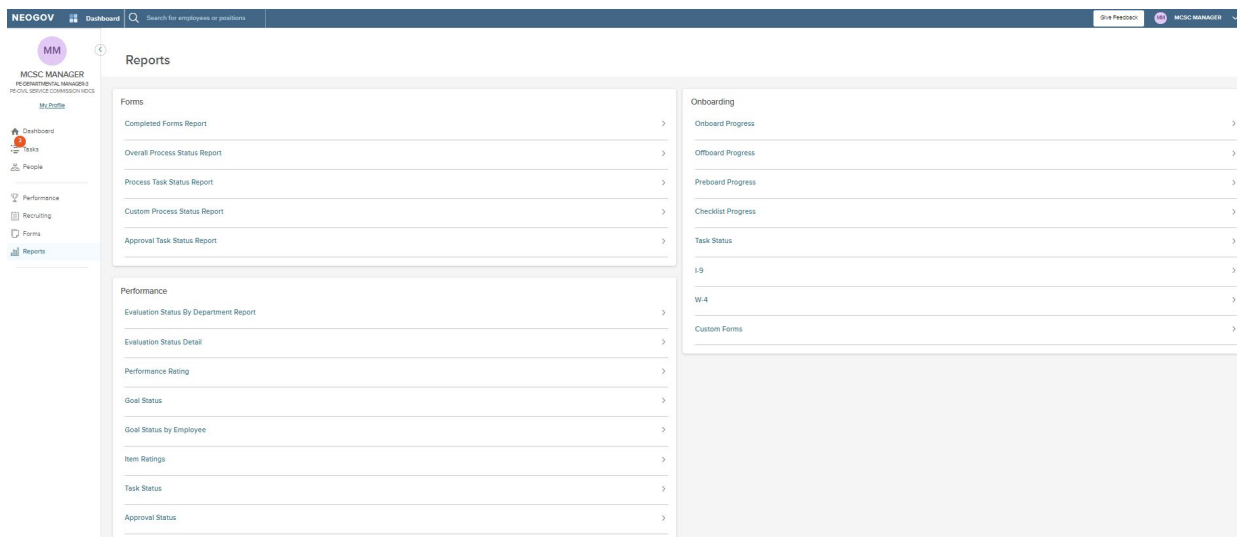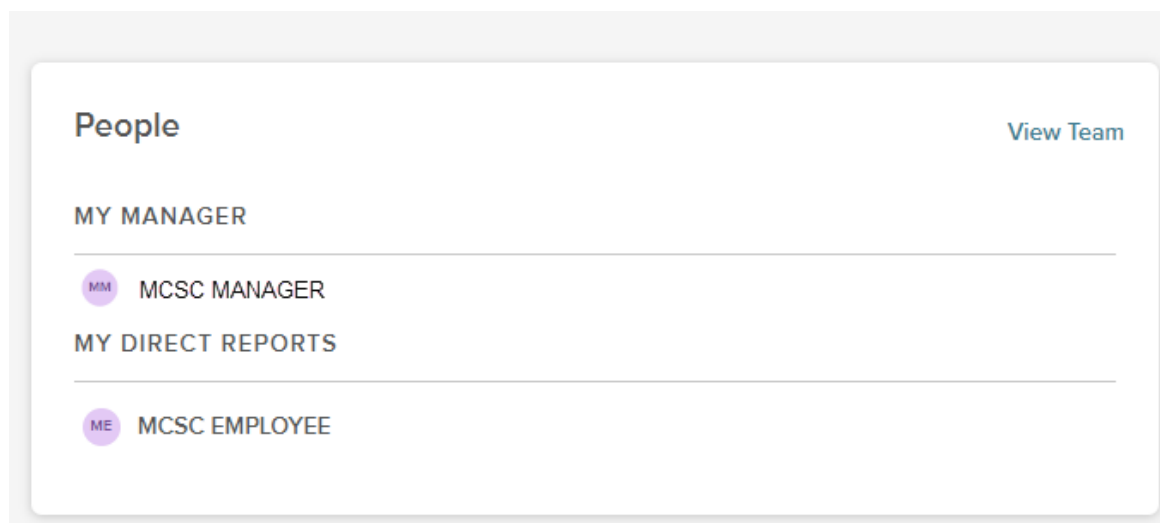
Section 2-My Tasks

My Tasks may display up to 5 tasks spanning all NEOGOV products based on due date, with the earliest displaying first.

For complete details see above.

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Section 3-People

People contains **My Manager, My Direct Reports** and **View Team** icons based on your security.

Section 4-Quick Actions

Quick Actions displays quick links to common actions across the different product lines Options may include: **Write a Journal Entry, View My Current Evaluation, View My Requisitions,** and **Create a Requisition** based on your security.

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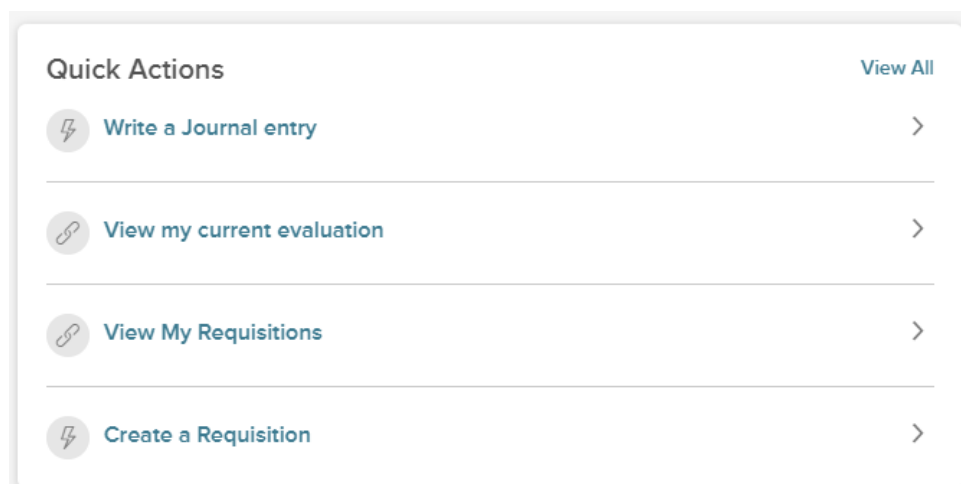
Section 5-My Onboarding

My Onboarding contains forms assigned to newly hired employees and general information for all employees. There are tabs for **Getting Started**, the **Agency** you are assigned to, and **Employment Information**. For complete details please see the related **NEOGOV Onboard User Guide**.

NOTE: If you are a newly hired employee, the Unified Dashboard defaults to the **My Onboarding** tab to display forms that are assigned for completion.

Return to the Unified Dashboard

As a reminder, regardless of where you are in NEOGOV, you can always return to your Unified Dashboard by clicking **Dashboard** in the upper left corner of your screen.

Resources

If you have questions regarding your Unified Dashboard display or related Tasks, please contact your HR Office.

Questions technical in nature can be sent to MCSC-NEOGOV@michigan.gov.